

PERSONAL

| ↑ ر | Rahul Address | | |
|---------------|---------------------------|--|--|
| | Dubai - UAE | | |
| | Phone number | | |
| | +971 56 468 3441 | | |
| | Email | | |
| \checkmark | souparnikapradip@gmail.co | | |
| | | | |
| - | Date of birth 14-03-1997 | | |

bm

____ Gender

- Female Nationality
- 📫 INDIA

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ා LinkedIn

https://www.linkedin.com/in/soupa p-b853b218b? utm_source=share&utm_campaign=

LANGUAGES

| English | **** |
|-----------|------|
| Hindi | ** |
| Tamil | * |
| Malayalam | **** |

SOUPARNIKA RAHUL

Results-oriented accountant with 3 years of experience in financial management and meticulous attention to detail. Seeking a challenging position to leverage my expertise in accounting, financial analysis, and compliance to contribute to the success of a dynamic organization.

Oct 2022 - Present

Accounts Assistant - Payables Merint-LLC., Dubai - UAE

- Efficiently manage petty cash transactions with a keen focus on accuracy.
- Conduct comprehensive bank reconciliations to ensure precise financial records.
- Implement age-wise analysis for monitoring and analyzing purchases.
- Post purchase bills accurately and in a timely manner.
- Handle cheque preparation and ensure timely payments.
- Record and file purchases and back payments meticulously.
- Process invoices and perform detailed bank reconciliations.
- Submit age-wise reports for sundry debtors and creditors.

Mar 2020 - Jul 2022

V-Tech Merine Services LLC, Ajman - UAE

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.

Accounts Assistant

- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Updating and maintaining procedural documentation (Insurances Etc.)

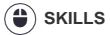
Feb 2019 - Feb 2020 Estimator (Intern)

I Tech Building Solutions WLL, QATAR, Doha Qatar

- Review architectural plans and Prepare quantity needs / BOQ for Steel Doors and Ironmongery.
- Estimate & Pricing the steel doors in line with the Civil Defense Requirement Based on Location of Steel Doors by Fetching same in Floor plan.

b EDUCATION AND QUALIFICATIONS

| | Mar 2017 - May 2019 | Master In Business Administration Anna University, Chennai Specialized in HR & Finance. |
|---|---------------------|--|
| 0 | Jun 2014 - Mar 2017 | Bachelor in Commerce University of Calicut, calicut |
| | | Bachelor In commerce and Computer applications |



| MS Office | **** |
|--------------------|------|
| Tally ERP | **** |
| Focus v6.0129- ERP | **** |



Oct 2023- Present

Certified Management Accountant - USA IMA